

<b>NEVADA DEPARTMENT OF CORRECTIONS</b>	<b>SERIES 300 PERSONNEL</b>	<b>SUPERSEDES: AR 331 (08/12/02)</b>
<b>ADMINISTRATIVE REGULATIONS MANUAL</b>	<b>ADMINISTRATIVE REGULATION 331 EMPLOYEE LIABILITY</b>	<b>EFFECTIVE DATE: 09/06/03</b>

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### **PURPOSE**

To define employee liability during the performance of their duties.

### **AUTHORITY**

NRS 209.131

### **RESPONSIBILITY**

All employees have the responsibility to have knowledge of and comply with this regulation.

### **DEFINITIONS**

**APPOINTING AUTHORITIES** – Individuals to whom the Director has delegated authority to recommend and implement personnel actions. Appointing authorities may include Assistant Directors, Medical Director, Wardens, and Correctional Programs Division Administrator.

**DEPARTMENT** – The Nevada Department of Corrections.

**DIRECTOR** – The Director of the Nevada Department of Corrections.

## **APPLICABILITY**

This regulation applies to all employees of the Department.

## **PROCEDURES**

### **331.01 EMPLOYEE LIABILITY**

#### **1.1 Inmate Property**

1.1.1 Loss of or damage to inmate property caused by any employee of the Department which is attributable to negligence, lack of reasonable care, failure to follow proper procedures or misconduct on the part of the employee may subject the employee to a financial liability for replacement of the property and may result in disciplinary action **(3-4048)**

#### **1.2 State Property**

1.2.1 Loss or damage to state property or unnecessary expenditure of state funds caused by any employee of the Department which is attributable to negligence, lack of reasonable care, failure to follow proper procedures or misconduct on the part of the employee, may subject the employee to a financial liability for the replacement of the property or funds and may result in disciplinary action.

1.2.2 Misuse, unauthorized use, or unlawful use of State Property by any employee or the Department may subject the employee to a financial liability and may result in disciplinary.

1.2.3 Refer to the Department's Administrative Regulation 268 for additional information regarding loss or damage.

1.3 Penalties for employees who violate any regulation that results in loss or property damage or costs incurred by the Department may result in, but are not limited to:

1.3.1 Being held financially liable, after appropriate legal process, for the costs associated with the violation.

1.3.2 Reprimand, suspension or dismissal from State service.

1.3.3 Subject the employee to civil, compensatory or criminal prosecution and penalties.

## REFERENCES

ACA Standard 3-4048

## ATTACHMENTS

None

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Jackie Crawford, Director

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Date

**CONFIDENTIAL**

      
Yes

XX  
No

**THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.**